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MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]
Chief, Information Services Staff

SUBJECT: Review of Records Management, Registry and
Information Handling Positions within the DDA

1. In accordance with previous discussions with you and Danny May, we have now completed a review of positions within the DDA which fall into the Records Management, Registry and Information Handling categories. As a result of our review, we recommend the designation of 40 of the positions as MI Career Service positions along with the transfer of the incumbents of these positions into the MI Career Service.

2. Our review covered a total of 96 positions. Tab A is a summary of our findings. Tab B shows the results of our review broken down by components within the DDA. Each component report contains a brief statement describing the duties of each position. The statements are based on our discussions with the various offices, position descriptions, and, in cases where position descriptions were not available, the duties from the latest fitness report of the current incumbent. Our recommendations are noted on each component report.

3. We have determined that the positions reviewed fall into three general categories. First, there are those positions that are clearly a Records Management or a Registry function. The second category are those positions where the incumbent dedicates only a small portion of his time in a Records Management function (only 25 percent in the case of the Office of Medical Services and only 15 percent in the case of the Office of Security). The majority of the duties of these positions are related to specialized functions within a particular component. The third category are those positions which carry an information handling title such as Info Control Clerk, but whose duties are highly specialized in relation to the activity they support. Some examples are the handling of medical files in OMS and security dossiers in OS and positions in OL in their Supply Branch where the records are basically requisitions.

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4. If you agree with our recommendation to transfer these 40 positions to the MI Career Service, we propose to send each component within the DDA their copy of Tab B for concurrence. When all components have forwarded their concurrence, we then propose to meet with all employees who currently encumber the positions designated for transfer to the Career Service to explain the functions and mission of the Information Services Staff and opportunities for career development. Once the transfer of these positions is affected, the MI Career Service will have full responsibility for the training, etc. of employees to fill these positions.

5. We plan to allow employees six months to make their decision regarding conversion to the MI Career Service. In the event an employee does not desire a change in career service designation, we will then negotiate with the parent component to set a date, not to exceed one year from the date the employee was given the option to change, in which to reassign the employee to other functions within that office.

6. I would appreciate the opportunity to discuss this matter with you and Bill personally.



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